

**Three Rivers Library System Board Meeting
August 7, 2015 – 12:00 noon
Ponca Carnegie Library**

Minutes

Introductions:

Board members: Kathy Ageton, Francine Canfield, Beth Foulks, Aimee Morlan; Laura England-Biggs arrived later

Excused: Rose Barcal, Lauran Lofgren.

Staff: TRLS – Anneka Ramirez; NLC – Richard Miller

Approval of Agenda:

President Francine Canfield opened the meeting at 12:05 PM. She noted that Rose Barcal and Lauran Lofgren were both excused from the meeting.

Kathy Ageton moved approval of the meeting agenda; Beth Foulks seconded. Passed unanimously.

Approval of Minutes of May 1, 2015 meeting:

Beth Foulks moved approval of the minutes; Kathy Ageton seconded. Passed unanimously.

Financial Report:

Beth Foulks, Kathy Ageton, and Aimee Morlan reviewed the bills presented to them by Anneka Ramirez. Concerning the May and June Treasurer's Reports, Anneka noted that the contract with Gail Formanack has now ended, and she was paid in full. She also reported that the May and June final payment related to the FINRA grant was made from the old Northeast Library System account, and that account has now been closed. The vehicle expenses in July were for an oil change, tire rotation, and a car wash.

Anneka reported that she received a letter dated June 1, 2015 from the Nebraska Library Commission informing the System of the following funding allocation for the July 1, 2015 through June 30, 2016 fiscal year: a total of \$146,034 including \$74,476 in state funds, and \$71,558 in federal LSTA funds. Anneka asked Richard Miller to talk briefly about the changed reporting process to the Institute of Museum and Library Services (IMLS).

Director's Report:

Among the activities Anneka highlighted were:

- Her attendance at the Sarpy County Libraries meeting to plan for Sarpy Expo; the System donated books for the promotional table, and she spent time at the Expo.
- Her plans to issue the August/September newsletter on August 14th.
- The public library director's guidebook that she is working on with other System Directors and the Commission. She is doing the sections on e-mail and on copyright.
- Concerning the service model for the System, she met with Central Plains Library System and Southeast Library System directors to see what they were doing.
- She organized public library director meetings in Pierce (7/24) and in Oakland (8/15), with the new acronym of DiSPEL (Directors Sharing Practice, Experience, and Learning).

- Finally she noted that she'll be working with CPA Gary Riggs to complete financial records and to work on the System's taxes. There will be a letter of agreement with Riggs' firm that will cost from \$1200 to \$1400.

Old Business:

None

New Business:

Director's Evaluation – Francine Canfield: The Board felt no need to go into closed session for the discussion, and all expressed satisfaction with Anneka's performance. Francine reminded the group that it had decided to increase the Director's salary to \$50,000 per year following the performance evaluation after six months. Given the comments on this, Francine noted that this salary increase would begin effective September 1, 2015.

Service Model Presentation and Discussion: Deferred until after Laura arrives. (She came into the meeting about 12:45 PM.)

Community Engagement Center office space: Anneka described the office spaces available in this new building located on UNO's campus. The Center sent out an RFP for people/entities to apply for office available on two floors. Office occupants are known as "resident partners" and are expected to form partnerships with other office residents. Anneka attended a one-hour presentation on this. She said that the office space is not what she expected:

- A suite is probably the most accommodating of what Three Rivers Library System needs, but no suites are available.
- Private offices (about 12 by 10 feet) cost \$6,000 per year plus parking fees.
- Semi-private work spaces have partition walls and look to be about 60 square feet. These are one-person spaces, two people if they are very close together. These would be about \$2,000 per year and would include a desk, partition walls, and file space.
- Anneka said that space in the Engagement Center "does not feel like a good fit for Three Rivers Library System." There is no space for a copier; residents receive a copy card from the university. The way they want partners to tie in with others is too tied to the university. She also worries about the perception that everything in the System is going to Omaha.

NLC Report:

Richard Miller offered a brief report from the Commission which included some staff news: Christa Burns has moved from the Technology & Access Services team to Library Development. Craig Lefteroff will begin as the new Technology Innovation Librarian on August 12th. He comes to the Commission from his most recent job at Kanawha County Public Library in West Virginia. Dave Oertli, head of Talking Book and Braille Services is retiring at the end of August. Candidates for the Cataloger position are being vetted, and interviews will be scheduled in the near future.

New Business (continued):

Service Model Presentation and Discussion – what Anneka has prepared is based on sound change management, with a focus on moving forward while not running over anyone in the process. There will be two phases.

Phase 1 involves hiring an office assistant for clerical/day to day tasks. We will advertise now with an eye to having the person start in the Fall (September or October). The position will work 25 hours per week, and Anneka offered up three options for salary.

Phase 2 involves hiring the System Peer Coordinators (SPC) with training to take place in February or March.

Motion to approve the service model proposal as presented with the stipulation that we would review point by point the office assistant and peer coordinator positions at a later date: Motion by Ageton, second by England-Biggs. Motion passed.

Motion to charge Anneka with hiring an assistant using option 2: 25 hours per week, \$11 per hour and no benefits. Motion by Foulks, second by Morlan. Motion passed.

The office assistant will also have a probationary period of 6 months.

Richard mentioned that it might be useful to have Board representation at the hiring process for the SPC's. The Board agreed and offered their services on a case-by-case basis. Anneka will reach out when she is ready to begin the process.

Director's Evaluation: No need to go into closed session – the Board members present expressed unanimous approval of the job Anneka has done so far. Having successfully completed her first six months, she is eligible for the increase as stated in the contract.

England-Biggs and Morlan will send copies of their evaluation forms to Board Chair Canfield.

Motion to increase the Director's salary to \$50,000 per year effective September 1. Motion by England-Biggs, second by Foulks. Motion passed.

Next Meeting: During NLA/NSLA on Friday, October 16, time TBD. The Atrium Board room will be used to facilitate a Meet & Greet atmosphere.

Meeting was adjourned at 12:55 to allow for a tour of Ponca State Park (arranged by Beth Foulks for those interested).